Download the datafile The Cheese Factory and follow the directions below.

Key the information on the The Cheese Factory.pdf file as directed below.

1. Remove and spacing before and after paragraphs and change the spacing to 1.0.
2. Set a Center Tab for 3” on your ruler then key the The Cheese Factory and Lunch Menu.
3. Remove the center tab.
4. The title “The Cheese Factory is font Berlin Sans FB size 24 with a Border setting “Shadow” and style is double line. Width 2 ¼ point. Shading Red Accent 2, Lighter 40%.
5. The heading Lunch Menu is font Berlin Sans FB size 14.
6. Create a Left Tab at 1” with no leaders and a Right Tab with leaders at 5”
7. The heading Omelet additives has an Outside Borders that is shaded with Red Accent 2, Lighter 40%.
8. Choose a Multilevel List to key the information beginning with Bacon. In the List Library of Multilevel Lists, choose the one to the right of the word NONE.
9. In the Page Layout Tab in the Page background Group choose Page Borders. Under Settings, choose Box and set the Width to 2 ¼ “.
10. In the Page Layout in the Page background group click the Page Color dropdown box. Choose Red Accent 2, Lighter 80%.
11. Highlight from Bacon 3 strips to the bottom of the prices list, $3.75. Now sort the list alphabetically by using the icon in the Paragraph Group. The dialog box should be set to Sort By- Paragraphs, Type-Text, Ascending. Then click OK.
12. Save as a rich text format document with the document name The Cheese Factory and post to Edmodo.